



FULL COUNCIL MEETING

Minutes of the Full Council Meeting of Newhaven Town Council
held at Meeching Hall, 2 Fort Road, Newhaven
on **Tuesday 16th September 2025, at 7.15pm**

PRESENT: Councillors: Kim Bishop (Chair & Town Mayor)
Mark Wardle (Vice Chair)
James Harrison
Michael Young
Shaun Boniface
Lesley Boniface
Corina Watts
Krissy Taylor
Jo Pettitt
Jan Woodling
Jessa Chapman
Graham Amy
Steve Saunders

ALSO ATTENDING: Ken Dry, Town Clerk
Stephen Honey, Executive Officer
Alison Campbell, RFO
Vanessa Rowlands (Chair SDNPA)
Suzi McCaig (SCDA)
Paula Woolven (Havens Communities)
Angela Akehurst (Treasurer – Meeching & District Bonfire Society)
X1 Member of Public
X3 Member of Public (On-Line)

C046/25 The Chair opened the meeting and stated that the meeting was being recorded and that the recording would be made publicly available on the Newhaven Town Council website for 28 days followed by its removal and deletion.

C047/25 **APOLOGIES FOR ABSENCE**

Cllrs., Amy, Carr, McLean-Knight and Cook

Absent: Cllr. Macleod

C048/25 **DECLARATIONS OF INTEREST - DISCLOSURE BY COUNCILLORS OF PERSONAL INTERESTS IN MATTERS ON THE AGENDA, AND WHETHER THE COUNCILLOR REGARDS THEIR INTEREST AS PREJUDICIAL UNDER THE TERMS OF THE CODE OF CONDUCT.**

None declared.

C049/25 **TO CONSIDER WHETHER THE MINUTES OF THE ADDITIOAL FULL COUNCIL MEETING HELD ON TUESDAY JUNE 17TH 2025 ARE AN ACCURATE RECORD OF THE MEETING.**

RESOLVED:

That these minutes be signed by the Chair as a true record of the proceedings.

C050/25 **PETITIONS AND PUBLIC QUESTIONS.**

None received.

C051/25 **TO CONSIDER AND NOTE AN UPDATE FROM OFFICERS OF SUSSEX POLICE.**

Noted.

C052/25 **TO RECEIVE A PRESENTATION FROM VANESSA ROWLANDS, (CHAIR – SOUTH DOWNS NATIONAL PARK AUTHORITY) REGARDING THE SDNPA PARTNERSHIP MANAGEMENT PLAN AND THE LOCAL PLAN.**

Ms. Rowland delivered an informative presentation which was followed by a number of councillor questions. The Council expressed their sincere thanks for her presentation.

C053/25 **TO RECEIVE A PRESENTATION FROM SUZI McCaIG (SCDA) REGARDING THE STRENGTHENING OF PARTNERSHIP WORKING BETWEEN THE TOWN COUNCIL AND SCDA.**

Ms. McCaig delivered an informative presentation which was followed by a number of councillor questions. Ms. McCaig informed the meeting that she would endeavour to arrange the attendance of a number of SCDA Board Members to provide further detail regarding SCDA finances.

C054/25 **TO RECEIVE A PRESENTATION FROM PAULA WOOLVEN REGARDING TRANSFORMATIVE PARTNERSHIP WORKING.**

Ms. Woolven delivered an enthusiastic and interesting presentation which was followed by a number of councillor questions. Cllr. Bishop (Chair) indicated that she would like to be further involved in taking these matters forward.

C055/25 **TO NOTE THE ACTS AND PROCEEDINGS OF THE FOLLOWING COMMITTEE MEETINGS:**

Planning & Development

**24th June 2025
29th July 2025
26th August 2025**

Regeneration & Strategic Development

26th August 2025

Promotion, Partnership & Finance

24th June 2025

Noted.

C056/25 **TO CONSIDER AND NOTE THE MOST RECENT UPDATE FROM THE OFFICE OF THE HON., JAMES MACCLEARY MP.**

Noted. Cllr. L. Boniface informed the meeting that a September update would be coming out in the near future.

C057/25 TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS.

Cllr L. Boniface stated she was a Seaford District Councillor and not a Newhaven one, however wanted to inform the meeting, that East Sussex County Council have launched their proposal for a single tier of Local Government for East Sussex as a unitary council referred to as "One East Sussex" this week. Though it has recently transpired that Wealden District Council have withdrawn their support for this and Brighton & Hove City Council's have delayed their proposal for Local Government Reorganisation until 19th September.

Cllr Watts informed the meeting that comments and messages regarding flags being put up onto lamp posts in the Denton area have been flooding her inbox, and that having contacted East Sussex County Council (ESCC) is awaiting their action. She requested that should Councillors hear anything regarding this matter, it should be forwarded onto ESCC.

Cllr Watts informed the meeting that she had today attended a meeting regarding noise issues emanating from a Travellers site in Denton. She additionally requested that any comments or messages Councillors receive on this matter should be uploaded to the Lewes District Council planning portal (until 29th September). She additionally indicated that she has been made aware that the bridleway leading to the site is now being tarmacked.

C058/25 REPRESENTATIVES ON OUTSIDE BODIES – TO RECEIVE UPDATES FROM MEMBERS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES AS REPRESENTATIVES OF THE TOWN COUNCIL SINCE THE LAST REGULAR MEETING OF THE COUNCIL ON 17th JUNE 2025.

Cllr Saunders updated the meeting regarding Community Transport for the Lewes Area (CTLA): Only 1 issue, CTLA busses have been using bus lanes for some time but have recently received several fines from Brighton & Hove City Council. Cllr Saunders has complained on their behalf stating that they carry elderly/disabled people etc. - why shouldn't CTLA be able to use them if school busses and taxis can?

Southeast Community Rail Partnership: Cllr Saunders understands that this is back up and running and thinks Newhaven Town Council should have a representative on it.

Cllr Woodling informed the meeting that she had attended x2 meetings of the Hillcrest Board and that Hillcrest were planning to re-do flooring during Xmas period, whilst it is closed, that they are waiting for grant applications for Solar panels and are awaiting quotes regarding the removal of asbestos.

She also indicated that there will be a security training session on 7th October at the Hillcrest, and that a new receptionist has been appointed and that the Hillcrest Staff will be issued a uniform.

Regarding her representation on the Lewes & District Citizens Advice board/panel, Cllr. Woodling indicated that she had not been made aware of any of their meetings, though understands that there will be an AGM on 16th October 2025 which she aims to attend.

Cllr Chapman informed the meeting that the 'Access in Seaford & Newhaven Committee' had been awaiting the re-surfacing of the car park outside the Railway Club but understands that this has now been shelved.

C059/25 MAYORAL ACTIVITIES – UPDATE BY THE MAYOR AND DEPUTY MAYOR.

Cllrs Bishop (Mayor) and Wardle (Deputy Mayor) informed the meeting of their active involvement with the Dieppe Riad Commemorations both in Newhaven and Dieppe and the emotions they experienced from the same.

They then detailed the visit by the Mayor Dieppe and his officers when they visited Newhaven Fort, Newhaven Football Club, lunch at the Hillcrest Centre culminating in their visit to the Rathfinney Vineyard. Cllr. Bishop then mentioned the possible development of a reciprocal football tournament with Dieppe and Newhaven and that there had been positive discussions regarding West Beach. Whilst in Dieppe they also attended the 200-year commemorative exhibition of the Newhaven – Dieppe Ferry.

They then informed the meeting that they had acted as judges in the Newhaven Photographic Competition, in which there had been over 200 entries, and that the prize giving presentation for this would take place at Meeching Hall on September 23rd 2025.

Both councillors then announced the Mayors Charity Quiz night on October 17th 2025 to benefit NIPPERS and encouraged those present to enter as a team or assist in running the event on the night.

C060/25 TO CONSIDER AND RATIFY FEES & CHARGES FOR THE FINANCIAL YEAR 2026/27 – REPORT BY THE RFO.

The RFO took the meeting through her report summarised his report, and following discussion of each aspect, it was

PROPOSED by Cllr Saunders, that the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 2 of the RFO's report be implemented on April 1st 2026.

This was **SECONDED** by Cllr. Wardle, and following a unanimous vote it was

RESOLVED that, the proposed Fees & Charges for Newhaven Cemetery as detailed at Appendix 2 of the RFO's report be implemented on April 1st 2026.

It was then,

PROPOSED by Cllr. L. Boniface, that the proposed Social Centre/Hall rental rates at Appendix 2 of the RFO's report be implemented on April 1st 2026.

This was **SECONDED** by Cllr. Watts, and following a unanimous vote it was

RESOLVED that, the proposed Social Centre/Hall rental rates at Appendix 2 of the RFO's report be implemented on April 1st 2026.

It was then,

PROPOSED by Cllr. Chapman, that the proposed fees for Meeching Amateur Dramatics be increased by 30% and those for Newhaven Sea Cadets be increased by 23% with effective from April 1st 2026.

This was **SECONDED** by Cllr. S. Boniface, and following a unanimous vote it was

RESOLVED that the proposed fees for Meeching Amateur Dramatics be increased by 30% and those for Newhaven Sea Cadets be increased by 23% with effective from April 1st 2026.

It was then,

PROPOSED by Cllr. L. Boniface that the specific monthly agreement benefiting NIPPERS be increased to £835 per month with effect from April 1st 2026.

This was **SECONDED** by Cllr. Taylor, and following a unanimous vote it was

RESOLVED that the specific monthly agreement benefiting NIPPERS be increased to £835 per month with effect from April 1st 2026.

It was then,

PROPOSED by Cllr. Saunders that the proposed Allotment Charges (£62.50 for a full size and £31.25 for a half size plot) are implemented on January 1st 2027 for that calendar year and that current allotment holders are to be provided 12 months prior notice of the same.

This was **SECONDED** by Cllr. Wardle, and following a unanimous vote it was

RESOLVED that the proposed Allotment Charges (£62.50 for a full size and £31.25 for a half size plot) are implemented on January 1st 2027 for that calendar year and that current allotment holders are to be provided 12 months prior notice of the same.

It was then,

PROPOSED by Cllr. Saunders that a deposit collection of £150.00 at the beginning of a new Allotment Tenancy be implemented and that a £150.00 fee be charged if an allotment is not cleared at the end of a tenancy and that the Allotment Tenancy Agreement be updated to reflect these changes.

This was **SECONDED** by Cllr. Taylor, and following a unanimous vote it was

RESOLVED that a deposit collection of £150.00 at the beginning of a new Allotment Tenancy be implemented and that a £150.00 fee be charged if an allotment is not cleared at the end of a tenancy and that the Allotment Tenancy Agreement be updated to reflect these changes.

It was then,

PROPOSED by Cllr. L. Boniface that the current Photocopying & Printing and NTC Advertising Board charges remain unchanged into the FY 26/27.

This was **SECONDED** by Cllr. Harrison, and following a unanimous vote it was

RESOLVED that the current Photocopying & Printing and NTC Advertising Board charges remain unchanged into the FY 26/27.

C061/25 TO 'EXECUTE' A DEED OF VARIATION IN RESPECT OF 'MATCH FUNDING' IN FAVOUR OF THE EASTSIDE PLAY AREA PROJECT.

The Town Clerk explained the purpose of this Deed of Variation in the context of the 'Newhaven Re-imagining Fund' and that its execution would achieve an additional £57,934 as a 'match-funding' for the Eastside Play Area renovations.

Following a unanimous vote it was,

RESOLVED that this Deed of Variation be executed accordingly.

C062/25 TO NOTE THE COUNCILS PREVIOUS DECISION TO ACCEPT THE REASONS OF CONTINUED ABSENCE FROM COUNCIL MEETINGS OF CLLR. MADELEINE COOK.

Referring to the copy emails within the meeting pack, the Town Clerk reminded the meeting of the on-line vote which was undertaken and that the council had resolved to accept Cllr. Cook's reasons for her continued absence from Council meetings.

Noted.

C063/25 TO CONSIDER AND ACCEPT REASONS FOR CONTINUED ABSENCE FROM COUNCIL MEETINGS OF CLLR. PINKY MCLEAN-KNIGHT FOR A PERIOD OF 6 MONTHS.

Referring to the copy emails within the meeting pack, the Town Clerk informed the meeting of the request from Cllr. McLean-Knight for the council to note and accept her reasons for a continued and future absence from Council meetings.

Following a unanimous vote, it was resolved to note and accept the reasons for Cllr. McLean-Knight's continued absence from Council meetings.

C064/25 TO CONSIDER THE FOLLOWING EVENT APPLICATIONS FROM:

A) MEECHING AND DISTRICT BONFIRE SOCIETY - NEWHAVEN TORCHLIT PROCESSION, BONFIRE AND FIREWORKS: £8000

B) NEWHAVEN & DISTRICT MODEL RAILWAY CLUB – NEWHAVEN MODEL RAILWAY EXHIBITION: £1160

The Chair invited Angela Akehurst (Treasurer, Meeching & District Bonfire Society) to speak in support of their Event Funding Application and answer councillor questions.

Following a general vote, it was established that there was a majority of support for each of these events.

The Town Clerk then summarised his report indicating that each of the applications had been scored as successful, but that there were insufficient funds in the relevant council expenditure line to award both of the applications the full amounts they sought.

The Town Clerk then explained that the council did have sufficient unallocated general reserves or alternatively, other currently underspent budget lines that could support an award to each where it totalled in excess of the current budget balance of £2500.

Following further discussion, it was,

PROPOSED by Cllr. Pettitt that,

- i) £6300 be awarded to Meeching & District Bonfire Society for their Newhaven Torchlit Procession, Bonfire and Fireworks Event, and
- ii) £1160 be awarded to Newhaven & District Model Railway Club for their Annual Exhibition event.

This was,

SECONDED by Cllr. Wardle, and following a majority vote, it was

RESOLVED that

- i) £6300 be awarded to Meeching & District Bonfire Society for their Newhaven Torchlit Procession, Bonfire and Fireworks Event, and

ii) £1160 be awarded to Newhaven & District Model Railway Club for their Annual Exhibition event.

Clerks Note: - Total awards = £7460. Remaining budget line = £2500, therefore necessitating £4960 to be released from Unallocated General Reserves.

C065/25 FINANCIAL REPORTS.

Bank Reconciliations for 1st June to 31st August 2025

Lists of Payments made for 1st June to 31st August 2025

List of NTC Credit Card transactions for 1st June to 31st August 2025

Income and expenditure by committee headings up to 31st August 2025.

Adopted.

There being no further business, the Meeting closed at 10:01pm.

Date:

Town Mayor

DRAFT